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Why not be a Personnel Specialist?



U.S. DEPARTMENT OF LABOR Wage and Labor Standards Administration

WOMEN'S BUREAU

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U.S. Department of Labor

Third class mail

WHY not be a PERSONNEL SPECIALIST?

Be a PERSON with a GOAL

PLAN for a CAREER with
PROMISE

AIM for a PROFESSION serving
PEOPLE

Matching people with suitable jobs and helping them to perform effectively are primary concerns of Personnel Workers.

Perhaps you should plan for a career in this challenging and rewarding work.

SHOULD YOU CONSIDER A CAREER IN PERSONNEL WORK?

If you are interested in Human Relations--

If you have a knack for Administration
and Organization--

If you have an ability to Communicate - and
to get others to Communicate--

AND

If you are interested in helping people to
"make the most of themselves" in their jobs--

PERSONNEL WORK might be the ideal career
for YOU!

WHAT IS PERSONNEL WORK?

Making the most effective use of people's skills is vital to the success of any business or organization. Employers know that employees are most productive when they are working in the job that's right for them. The responsibility of the personnel department is to harmonize workers and jobs so that both employees and employers get the most satisfaction.



Miss Elodie Rousseve, Management Intern in Personnel, receives part of her training in the Personnel Office of the Veterans Administration Hospital in New Orleans. Here she is interviewing Miss Fermina Bernal of Houston, Tex., a former member of the Job Corps.



ARE THERE OPPORTUNITIES FOR WOMEN IN PERSONNEL WORK?

Almost one-fourth of personnel specialists are women. Women are employed in many large personnel departments, in most employment agencies, and in many government posts. Firms that employ many women, such as department stores and telephone companies, frequently prefer women personnel workers. Opportunities for qualified women are excellent in this very fast growing profession.

WHAT DOES A PERSONNEL SPECIALIST DO?

Duties of personnel workers vary depending upon the policies and size of the organization. If you work in personnel, you might be concerned with:

- interviewing and hiring job applicants
- training employees in their jobs
- preparing job descriptions and establishing pay scales
- maintaining payroll and personnel records
- promoting employee relations (recreation, welfare and safety programs, employee magazines and newspapers)
- testing and counseling employees or prospective employees
- facilitating labor-management relations
- effecting maximum employee utilization

Executive Officer of the Augusta, Me., Interagency Board of U.S. Civil Service Examiners, Mrs. Catherine C. MacGregor finds satisfaction in working on job recruiting and staffing for different agencies. Mother of a 3-year-old child, she says, "I am surprised myself at how smoothly everything works out." Here she is consulting with Capt. Charles Wyman, Counseling Officer, U.S. Naval Air Station, Brunswick, Me.



WHERE DO PERSONNEL PEOPLE WORK?

Personnel specialists are employed by industrial and commercial firms, government agencies, hospitals, schools, colleges, and public and private employment agencies. Most personnel workers are employed in large cities and in the industrialized parts of the country.

WHAT ABOUT THE PRACTICAL CONSIDERATIONS?

EARNINGS AND HOURS: The average annual salary of job analyst trainees employed in private industry in early 1966 was \$7,100 for a workweek of 35 to 40 hours. Salaries of experienced personnel workers ranged upward to \$15,000, with top executives earning considerably more.

In mid-1968 the Federal Government entrance salary for a 40-hour week for inexperienced college graduates was \$5,732 or \$6,981 a year, depending on scholastic records. For management interns it was \$6,981 or \$8,462 a year. Personnel directors in the Federal Government may earn up to about \$20,000.

When Mrs. Jacqueline Pinckney explains her career in employee relations at the Philadelphia, Pa., Missile and Space Division of General Electric Company, she says, "This one function . . . through its subdivisions of recruitment, placement, education, training, compensation, and communications . . . provides the manpower resources, motivation, and inspiration that can spell business success or lack of it." She feels that combining a career and family duties takes organization, patience, and energy—an easy task when you have a comfortable supply of all three."



TRAINING: A college degree is almost a "must" for personnel work today.

You might major in personnel administration, business administration, public administration, political science, or industrial relations.

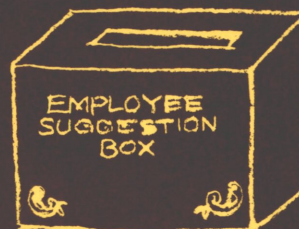
BUT you should include courses in statistics, psychology, business and personnel management, labor law, sociology, economics, vocational or psychological testing, political science, English, journalism, and public speaking.

You might also want to have more specialized training, such as a degree in psychology if you want to do testing or counseling, or an engineering degree if you want to concentrate on time studies or safety standards.

Practical experience is also important. Summer work in factories, department stores, community service agencies, or government will add to your preparation.

Mrs. Jean Head Sisco, Vice President in Charge of Personnel, Woodward & Lothrop department store, Washington, D.C., is the mother of two teenage daughters. She finds "the rewards of a full, well-rounded life can be meaningful to the working wife and mother as well as to her family." Here she describes vividly to her staff the importance of community needs and growth to the personnel policies of the firm.

Photo: The Washington Post



FOR FURTHER INFORMATION ON CAREERS IN PERSONNEL

consult the
Occupational Outlook Handbook
(in your school or local library)
published by the U.S. Department of Labor

or write

American Society for Personnel Administration
52 East Bridge Street
Berea, Ohio 44017

Public Personnel Association
1313 East 60th Street
Chicago, Ill. 60637

Society for Personnel Administration
1221 Connecticut Avenue NW.
Washington, D.C. 20036

International Association of Personnel Women
405 Lexington Avenue
New York, N.Y. 10017

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